

GENERAL PROJECT TERMS AND CONDITIONS

DESIGN

Every engagement necessitates a design. AIS will devote the time and expertise necessary to the design process resulting in a product you may use with our organization or with another. Elements of the design process will include:

1. Identify what your expectations, what you want & what you need
2. Create a detailed project plan based on your desired time frames.
3. Identify limitations and problem issues.
4. Identify and meet your architect, interior designer, builder, or other trades person
5. Jointly plan the system from which AIS will recommend equipment and prepare proposal.

The goal here is to make your project as simple as possible. Each proposal will include the information needed for implementation. Whether you employ AIS to implement the project or not, we will (within reason) continue to support your goal as long as you need our help.

Design fees are \$65.00 per hour. Depending on complexity, the average design is approximately 20 man-hours, some are shorter – some exceed 30-40 man hours. Given that AIS implements the design, one-half of the design fee will be credited back to your project.

Your design package includes detailed proposals for each technology factored into your project. If your project includes components such as distributed audio, distributed video, security, and networking – you will receive separate proposals for each. Should you hire another integrator for a project component, you agree that AIS assumes the role of project manager and project management fees will apply.

Design changes during the course of the project require a Change Order. Work towards the Change Order will begin upon receipt of the Change Order document authorized by your signature, including any down payment.

Change Orders are managed as individual elements of the overall project – as such, each change order will be billed separate of the original project plan. Change Order payment terms follow the same guidelines as the Stage & Phase payment structure.

THE PROJECT

Each project is has four distinct stages. Each stage has two or more phases. These Stages and Phase are both time and event driven – and as such will be well articulated in the written project plan. AIS is not liable for project extensions due to elements outside of AIS direct control – such as: shipping issues, supplier or manufacturer issues, weather, or other subs delays.

An example project shapes up like this:

Stage 1 : Design

Interview/Site Visit
Design / Approval

Establish Scope of Work/Budget
Submit Design; Define Changes
Design Approval; Execute Contract

Stage 3: Installation

Infrastructure
Completion

Install racking, electronics, equipment
Prelaunch testing

Stage 2: Trim

Foundation
Completion

Wiring; prelim construction
Paint, wall plates, connectors

Stage 4: Completion

Modifications
Documentation
Training
Project Acceptance

Last minute changes
Project handbook to client
Use, minor troubleshooting
Client accepts – project complete

PAYMENT

Your project is driven by the Phases of each Stage. Each phase begins upon receipt of the 70% down payment; each phase ends upon receipt of the remaining 30%, including Change Orders as applicable. AIS adopted this methodology to protect you, the client, and AIS. The down payment acquires your equipment; the final payment covers AIS costs.

A new Stage begins once compensation for the preceding Stage has been received and the down payment of the new stage is received. Funds receipt is defined by the date funds are available for use by AIS. Credit card processing and most large checks may be held 3-5 days by some financial institutions.

PER DIEM

Per Diem charges apply for each AIS employee assigned to projects beyond 1 hour drive time. Labor: \$35.00 p/employee p/travel hour; Meals: B’fast \$7.00; Lunch \$9.00; Dinner \$12.00. Mileage is the allowable rate per IRS guidelines at the time of your project, per vehicle. Lodging rates are location dependent and will be mutually agreed upon prior to contract execution.

USE OF SUB-CONTRACTORS

AIS will occasionally employ trade specific subcontractors (trim, paint, construction). AIS bears the complete responsibility for their conduct and finished product.

WARRANTY

All products are covered by manufacturers’ standard warranties, which are normally valid for one year. AIS offers a range of extended warranties and planned maintenance programs to further protect your investment and offer peace of mind.

POWER PROTECTION

AIS is a staunch advocate of both power conditioning and power protection. The cost of these devices is next to nothing compared to the cost of losing critical equipment for the lack of protection and the damage to our relationship. There are few projects we will undertake without implementing total system power conditioning and surge protection. A client insistent upon proceeding without power protection will need to sign a waiver releasing AIS from any liability whatsoever related to power for the life of the equipment.

THINGS WE WON’T DO

Our experience has taught us the negative costs associated with lower quality equipment and materials. Our designs are based on many years of experience and rescuing other underperforming projects. The cost of doing the project correctly is the cost of doing the project correctly. That said, we are pragmatic designers and will utilize products in keeping with our standards while keeping a strong focus on budget, function and aesthetics.

TERMS AND CONDITIONS ACCEPTANCE

I, the undersigned, have read the AIS Project Terms & Conditions document in its entirety. I agree that these terms and conditions establish the project’s working relationship between myself, the client, and AIS. I understand that any modifications to this document, must be agreed upon by both myself and AIS, and then executed as an addendum to this document.

Client’s Signature	AIS Representative		
Client’s Printed Name	Date	Printed Name	Date
Client’s Relationship to Project	Title		